

# WebPrint: Basic Wireless Printing Instructions

1. Login to the [Webprint.txwes.edu](http://Webprint.txwes.edu) with your Texas Wesleyan Username and Password:

## Please Log In

Welcome to Print Manager Plus!

User name:

Password:

Log on to:

Remember me

Log In

2. Click the **Print** icon on the menu bar

□ (Choosing any icon on the menu bar will allow you to access that feature)

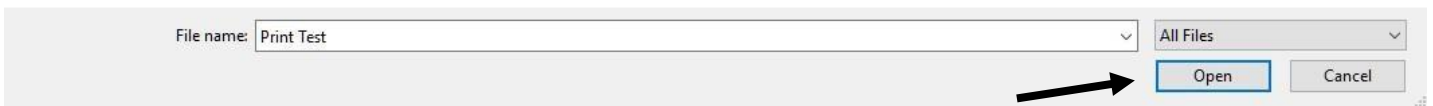
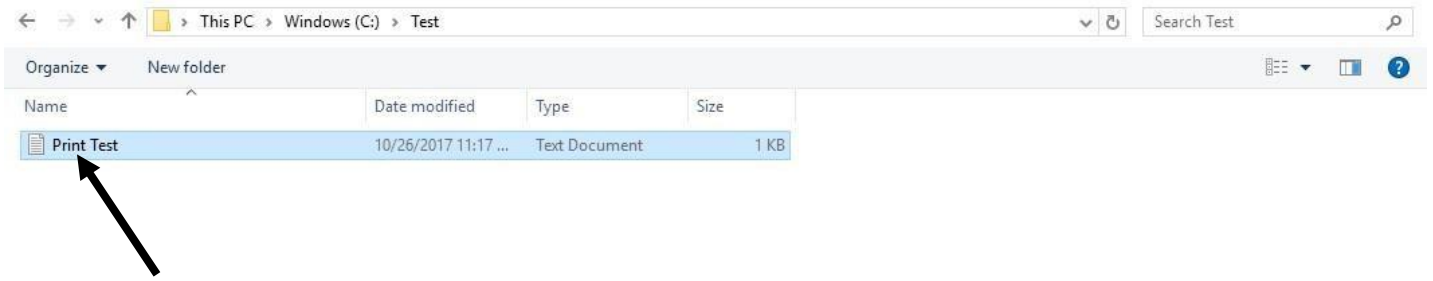
The screenshot shows the top navigation menu bar with icons for Home, Print, Balances, Release, Billing, History, and Reports. The 'Release' icon is highlighted with a black arrow. Below the menu bar, the 'Release' section is visible, featuring a calendar icon and a dropdown menu set to 'Anytime'. A 'Refresh' button is located on the right. Below these are several filterable columns: Document, Printer, Submitted, Size, Color, Pages, and Cost. At the bottom of this section, there is a pagination control showing '1'.

3. Select the file you would like to print by clicking on the **Select File to Upload** button

## Select Document

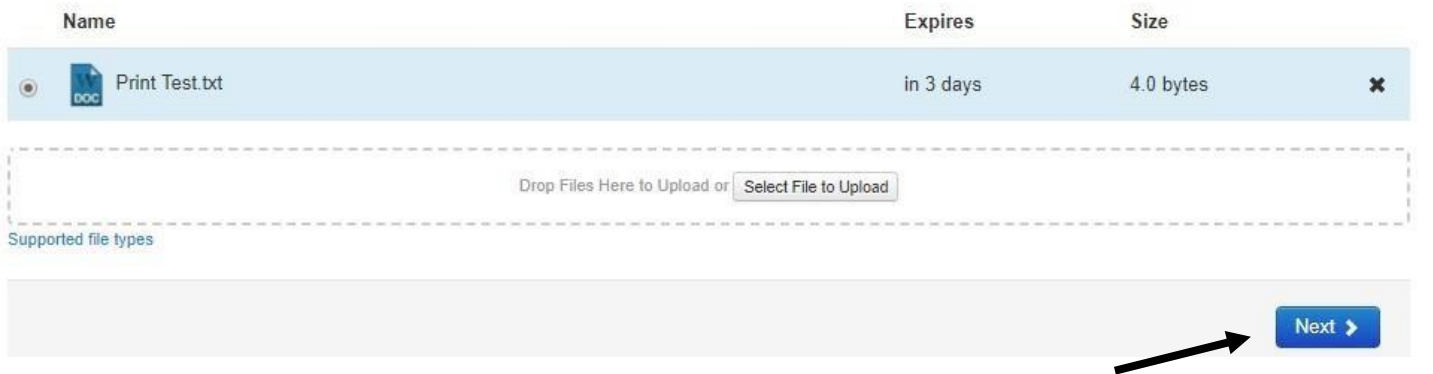
The screenshot shows the 'Select Document' interface. It has a table with columns for 'Name', 'Expires', and 'Size'. The table area is currently empty, displaying the message 'There are no documents'. Below the table is a dashed box containing the text 'Drop Files Here to Upload or' followed by a 'Select File to Upload' button. A black arrow points to this button. At the bottom right of the interface, there is a 'Next >' button.

4. Click on the file and select **Open**



5. Click **Next**

### Select Document



6. Select a printer from the drop down menu and click **Next**

## Print Document

Printer: Library\_Floor3\_A on STUPRINTPROD0

Ready 6 job(s) in queue

Copies: 1

Pages per sheet: 1 2 4 6 9 16

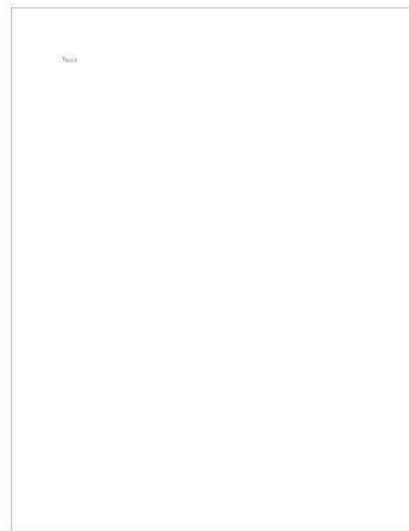
Print on: One side

Color mode: Color Grayscale

Page range: All  
e.g., 2, 3-5, odd

Paper tray: Automatically Select

Print Test.txt



Previewing Page 1 of 1



Back

Next

### 7. Click Print Now

Success! Your job is ready to be printed.

## Confirmation

Printer: EJW\_B25\_P4015n  
Document: Print Test.txt  
Total Pages: 1  
Job Cost: \$0.05

Cancel

Print Now

- If you are printing in the library, click **Hold Job in Queue**. Go to the print release station to print the document.

Success! Your job is ready to be printed.



## Confirmation

**Printer:** Library\_Floor3\_A  
**Document:** Print Test.txt  
**Total Pages:** 1  
**Job Cost:** \$0.05

Cancel

Hold Job In Queue



8. After the document has been printed, choose **User** on the menu bar and **Log Out**.